

WATER TREATMENT PLANT

Trainee

The City of Port Jervis is accepting applications for the position of Water Treatment Plant Trainee. The hours and days off will be flexible with a 40 hr. work week with additional overtime possibly available. Applicants must be High School Graduate. A Civil Service test will be given at a future date, and you must be in the top three of eligible candidates to hold the position.

Applications and job descriptions are available at the City Clerk's office at 14-20 Hammond St. Port Jervis, NY 12771.

Deadline for filing is June 23rd 2023

WATER TREATMENT PLANT OPERATOR

TRAINEE

This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry and general science and mechanical aptitude. Term of appointment is limited to one (1) year, during which time employees should be required to satisfactorily complete the training and experience requirements of the New York State Sanitary Code for a certification appropriate to the plant.

GENERAL STATEMENT OF DUTIES: Undergoes on-the-job training to become qualified as an operator of a water treatment plant; assists in the operation and maintenance of a water treatment plant; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a water treatment plant. The work is performed under immediate supervision of a qualified operator.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs study and reading assignments, observes demonstrations and otherwise learns the techniques of operation and maintenance of a water treatment plant;
- Learns and assists in the operation and adjustment of pumps, valves, and related mechanical equipment;
- Learns and assists in the inspection, maintenance, and repair of pumps, valves, and related mechanical equipment;
- Learns and assists in the making of physical tests of water for color, odor and taste;
- Learns and assists in regulating and adjusting chlorinators and other chemical feeders, washing filters and settling basins;
- Learns and assists in the preparation and maintenance of activity records and reports;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a water treatment plant.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES: Familiarity with elementary principles of chemistry and general science; good general intelligence, good observation; mechanical aptitude; ability to learn principles and procedures relating to operation and maintenance of a water treatment plant; ability to develop skill in the operation and maintenance of pumps, valves and related mechanical equipment; ability to get along well with others; ability to understand and follow oral and written instructions; industry and dependability; tact and courtesy; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school; or possession of a New York State high school equivalency diploma.

THE ABOVE SPECIFICATION WAS FORMALLY APPROVED BY THE PORT JERVIS CIVIL SERVICE COMMISSION AT A MEETING HELD ON DECEMBER 28, 1965.

F. Vincent Hauber, Secretary